

# client assistance memo

## Subject-to-Field-Inspection (STFI) Permits

December 2003

If you have a simple construction project that does not require extensive plan review, you may be able to speed up your permit application, review, and issuance process by getting a Subject-to-Field-Inspection (STFI) permit. Projects that qualify for the STFI process and the corresponding application requirements are summarized on pages 1-3. **Projects that do not qualify are listed on page 4.**

If you are working on a single family house or duplex, please read CAM 303. For electrical and over-the-counter mechanical permits, refer to CAM 104. Other helpful CAMs are listed on page 5.

### Special Notice Regarding Projects that Involve Removal and Replacement of a Nonconforming Portion of a Structure

Removal and reconstruction (replacement) of an entire portion of a nonconforming structure is not considered repair. Proof will be required prior to permit issuance that the structure was legally constructed under a permit, and the burden of such proof will be the responsibility of the applicant.

Prior to applying for a permit, you may want to research previous permits issued for the site at the DPD Microfilm Library, located on the 20th floor of Key Tower at 700 Fifth Avenue. Phone: (206) 233-5180. Hours: M/W/Th/F: 9am-4:30pm; Tu: 10am-4:30pm.

A site inspection may also be required prior to permit issuance.

### Projects that Qualify as STFI and Their Submittal Requirements

The project types listed below require a **Location Plan** as described on page 2:

- **Demolition** of a building is proposed on a site with more than two buildings. Also, building identification number(s) must be specified if there are more than two buildings on the site.
- **Roof repair** to original configuration (see SBC Sec. 106.2.11). Replacing roofing materials and siding not involving structural changes does not require a permit. A permit may not be issued for structures built without a permit. Photographs showing the extent of the damage are required.
- **Foundation repair/replacement** where the foundation is not designed as a retaining wall; height not exceeding 4 ft. from the bottom of the footing; where there is no change in height and location of the structure's footprint; and not located in an environmentally critical area (ECA). Photographs showing extent of the damage are required.
- **Fire repair** to original configuration (less than 60% replacement cost or value of the structure area). If the field inspector determines that damage is too extensive, a full plan review and approval will be required. Photographs showing the extent of the damage are required.

The following types of projects require a **Floor Plan** showing scope and location of work (to be used for reference only). Floor plan requirements are described on page 3.

- **Structural alterations** to existing single family/duplex structures (R-3); openings in bearing walls allowed if walls support only 1 story above and roof loads; and with a maximum structural beam span of 14 feet (30 feet if a manufactured truss is used).
- **Non-structural interior alterations in single family/duplex structures (R-3)** (**Note:** Converting an unheated basement or attic storage area to livable space requires plan review and therefore cannot be processed as STFI).

[www.seattle.gov/dpd](http://www.seattle.gov/dpd)



City of Seattle, Department of Planning and Development

Gregory J. Nickels, Mayor

Diane Sugimura, Director

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700 Fifth Avenue, Suite 2000

Seattle, WA 98104-5070

(206) 684-8600

- **Non-structural interior alterations** (tenant improvements) in **commercial** spaces, limited to 4,500 square feet of area for all work being done, and not changing the number of exits, change in path of travel or distance to exits. Proof will be required prior to permit issuance that the structure was legally constructed under a permit, and the burden of such proof will be the responsibility of the applicant.

The following types of projects require a **Plot Plan**, **Elevation Plan**, and a **Floor Plan**, as described on pages 2 and 3:

- **Ground level 1-story additions** to existing (R-3) single family/duplex residential structures only. Additions must be 750 sq. feet or less in area, with a maximum structural beam span of 14 feet\* (30 feet if a manufactured truss is used). Openings in bearing walls are limited to supporting 1 story above and roof loads. Additions must also meet prescriptive Energy Code (Ch. 6) requirements for the addition alone and prescriptive ventilation requirements of the Mechanical Code.  
  
*\*For garage door headers only the limit is 16 feet.*
- **Detached accessory structures** to (R-3) single family/duplex occupancies, limited to 750 sq. feet in area and with structural spans of less than 14 feet (30 feet if manufactured trusses are used).
- Transmitting **satellite dish antenna** for single family residences.
- **Rockeries** not used as a retaining wall, designed according to DPD's prescriptive rockery design (refer to CAM 321).
- **Dormer additions** to single family/duplex (R-3) occupancies when plans are prepared by a licensed architect or engineer. Maximum width of 14 feet with a maximum of 200 sq. feet of new usable floor area. Dormers must be physically independent from any existing dormers, or the total overall width will be counted toward the 14 feet maximum width. Please note: dormer additions creating a new second floor for habitable living space require plan review; converting an existing attic used as storage into living/habitable space will also require plan review.
- **Temporary structures**, provided no routing of the plans is required and any approvals from other departments are received prior to application filing (limited to 4 weeks or less)

## **General Plan Information that May Be Required to Determine if Your Project Qualifies as STFI**

### **1. PLOT PLAN (3 copies)**

A plot plan is required when there is a change to the exterior envelope of a structure. A plot plan must show the location of all structures on the site, to representative scale, and identify the location of the work to be performed relative to existing conditions and property lines. The exterior dimensions of the property and all structures should be called out, and the distance from all property lines to the structure at its closest point should be noted on this drawing. (See CAMs 103, 220, and 303.)

### **2. LOCATION PLAN (1 copy)**

A location plan is required when repair and/or minor interior alteration to an existing structure is proposed. A location plan is a simple drawing showing scope and specific location of the proposed work. It must be drawn to a reasonable scale with dimensions and details as follows.

- For projects involving repair, photographs showing location and extent of damage (including interior and exterior views of the damage when appropriate) must accompany the location plan.
- Show property lines in relation to the portion of the structure where work is being done. When more than two buildings are on the site, each building needs to have a building identifier.
- Show the location of interior walls being altered or relocated in simple plan view.

### **3. FLOOR PLAN (2 copies)**

A floor plan is required when the project involves changes to the interior space of the building. A floor plan must show the layout and use(s) of the interior space of the building, with exact location and square footage of work to be done. This drawing must be clearly dimensioned, showing existing and proposed work.

Existing structural information provided should include direction of framing, size (e.g., 2'x8'), spacing (16" on center), span (length between supports), and location and size of openings. It must also include the path of travel or distance to exits, energy code (insulation R-value, glazing n-factor, and glazing area as a percent of the floor area), and ventilation requirements. This floor plan must be made available at the site for Inspection verification. (See CAM 303.)

#### **4. ELEVATION PLAN (2 copies)**

An elevation plan is required when changes are proposed to the exterior envelope of the structure. An elevation shows the height of the structure, including location of the plate and roof ridge in relation to existing and finished grade. It must show the relationship of exterior wall to slope of grade (sloped drive-ways and ground elevations). (See CAM 303.)

#### **5. CROSS SECTION PLAN (1 copy)**

A cross section plan is required when changes are proposed within a wall or roof. A cross section is shown through a typical wall from foundation to roof. Materials need to be specified as to size, spacing and type. For conditioned space (heated or air-conditioned), show insulation, foundation, wall section, flooring, ceiling, roofing, ventilation and connections. (See CAM 303, Figures 3 and 4.)

### **Your Responsibilities with STFI Permits**

You are responsible for the knowledge of and compliance with all applicable codes, including but not limited to Land Use, Building, Mechanical, Energy, Shoreline, Critical Area, and the Grading Ordinance. You are required to sign a statement that acknowledges your understanding of not receiving a complete code review prior to issuance of the permit. (If you are working on a single family house or duplex, see CAM 303.)

The Building or Mechanical inspector(s) can require you to make any changes to achieve compliance with applicable codes. For example, new windows will need to be removed or replaced if they did not comply with Energy Code requirements. In addition, the permit may be revoked at the discretion of the Building or Mechanical Inspector should the information provided prove to be inaccurate; you will be required to submit plans for DPD review if necessary.

### **Applying for a STFI Permit**

To apply for a STFI permit, please bring your plans and other documents to DPD's Applicant Service Center (ASC), located on the 20th floor of the Key Tower at 700 Fifth Avenue. Remember to bring your property's legal description with the King County Assessor's Parcel number and be ready to pay the full permit fee.

It is important that your plans clearly show all the work you propose to do to avoid delays in processing. Once a permit has been issued it will be limited to the scope defined and illustrated in the documents filed.

The following documents, available at the Applicant Services Center and online at [www.seattle.gov/dpd/publications/forms](http://www.seattle.gov/dpd/publications/forms), may be used in conjunction with STFI permit applications:

- ASC Counter Application Form
- Building or Mechanical Permit Contact Disclosure Form
- Multifamily/Commercial Buildings/STFI Checklist
- Glazing Calculation Worksheet for STFI Permits
- Single Family/Duplex Building/Energy Code Checklist for STFIs
- Preapplication Site Visit Request Form

### **Frequently Asked Questions**

#### **1. What happens if my application is rejected?**

If your project is determined to be outside the scope of STFI permits, you will be given detailed information on how to proceed.

#### **2. What happens if there are minor problems with my application?**

You will receive information if corrections are required. After making the necessary corrections to the plans or support documents, you will need to return all materials as soon as possible to the ASC (Key Tower, 700 Fifth Avenue, Suite 2000).

#### **3. How long does it take to get STFI permits issued?**

The typical processing time for STFI permits is one working day from the date of filing. This timeframe varies due to volume fluctuations associated with seasonal demands, but every effort will be made to process your application as soon as possible.

#### **4. Can I do work between the time I submit my application and when it is issued?**

NO! Work that requires a permit can only be authorized by the issuance of the permit.

#### **5. Can there be other requirements after my permit is issued?**

If DPD staff determine that your project is beyond the scope of what can be approved subject to field inspection (STFI), you will be given instructions on how to submit additional plans for review.

## Projects that Do Not Qualify as STFI

The STFI process is limited in scope and may not be used for the following projects:

- Second story and 2-story additions to single family residences
- Dormer additions creating a new second floor for habitable living space
- Additions to single family/duplex structure in excess of 750 square feet
- Detached structures accessory to single family/ duplex in excess of 750 square feet
- Pole buildings over 750 square feet and not accessory to a single family residence or duplex
- Change of use or occupancy group, or change in character of occupancy
- Exterior alterations and additions of any kind to commercial or multifamily structures
- Structural alterations of any kind to commercial or multifamily structures
- Existing unheated attic or basement used as storage to be converted into living/habitable space
- Existing unheated space to be converted to heated space
- Additions which do not meet the prescriptive requirements of the Energy Code or prescriptive ventilation requirements of the Mechanical Code
- Initial tenant improvements
- Commercial tenant improvements which modify the exits in commercial occupancies in any way (even relocating an existing exit door)
- Openings in bearing walls supporting more than one story and roof loads; structural beam spans in excess of 14 feet\* (for manufactured truss the maximum is 30 foot structural design which requires an engineer's stamp)

*\*For garage door headers only the limit is 16 feet.*

- Projects that require routing to other City departments
- Relocation of a structure on the property
- Projects that require SEPA review (see Director's Rule 23-2000)
- Retaining walls

- All wood foundations
- Amateur radio devices with a height limit over 12' from grade or located on the roof of a structure
- Demolition of residential structures without an Abatement Order, or removal of a residential use requiring a Tenant Relocation Assistance Ordinance (TRAO) license
- Repairs to a nonconforming structure built without permits
- Alterations involving addition of a dwelling unit(s)
- Addition of parking spaces except when accessory to a single family dwelling

In most cases, a preliminary visit to the DPD Applicant Service Center (Key Tower, 20th floor, 700 Fifth Avenue (206-684-8850) can identify conflicts that could otherwise result in delays to the processing of your permit.

## Other Permit Processing Options

DPD offers several permit processing options other than STFIs. These options, which require the submission of full sets of plans and plan review, include:

- **Expedited:** Permits that require limited or no routing in which the plan review time is determined at the time of application intake to be less than 2 hours.
- **Fast Track:** Straightforward new Single Family/ Duplex (R-3) construction projects that have received the certificate of approval from Seattle Public Utilities prior to filing, use standard framing that includes manufactured truss and are not subject to soils, environmental, or special drainage reviews.

For additional information on these or other processing options please visit our Applicant Services Center (ASC), located on the 20th floor of the Key Tower at 700 Fifth Avenue. Hours: M/W/F: 7:30am—5:30pm; Tu/Th: 10:30am-5:30pm. Please arrive before 3:30 p.m. to ensure that you can be served before closing.

In most cases, a preliminary visit to the ASC **prior** to the preparation of any permit application submittal can prevent problems that could otherwise result in delays to the processing of your application.

## Helpful Client Assistance Memos (CAMs)

The following CAMs mentioned earlier in this document are available online at [www.seattle.gov/dpd/publications](http://www.seattle.gov/dpd/publications). Paper copies are available from our Public Resource Center (20th floor, Key Tower, 700 Fifth Avenue, 206-684-8467).

- CAM 103, *Plot Plan Requirements*
- CAM 104, *Getting an Over-the-Counter Permit*
- CAM 220, *Lot Coverage, Height and Yard Standards for Homes in Single Family Zones*
- CAM 303, *Applicant Responsibilities and Plan Requirements for Single Family and Two Unit Dwelling Units*
- CAM 321, *Rockeries: Prescriptive Design and Installation Standards*

## Code References

- Current Seattle Building Code
- Current Seattle Mechanical Code
- Current Seattle Energy Code

## Questions?

For site-specific zoning questions relating to projects in single family zones, please call (206) 684-8850.

Zoning information assistance for projects outside of single family zones is available via our online "Land Use Q&A Service" at [www.seattle.gov/dpd/landuse](http://www.seattle.gov/dpd/landuse), or in person at the Applicant Services Center (20th floor, Key Tower, 700 Fifth Avenue).

For assistance with Building Code questions, call Technical Backup at (206) 684-4630.

For Energy/Mechanical Code questions, call (206) 684-7846.

## Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd). Paper copies of these documents, as well as additional regulations mentioned in this CAM, are available from our Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.